

credited the appellant with five months of experience based on her provisional service in the subject title, but determined that, per the substitution clause, she lacked four years and seven months of experience.

On appeal, the appellant indicates that she has been working with patients with mental and physical disabilities for over 33 years. She asserts that she has become skilled in teaching and encouraging patients to help them adapt to daily living and believes that she has at least 18 years of the required experience. Additionally, the appointing authority explains how that the appellant has performed the required duties since she started working as an Assistant Supervisor of Recreation.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date.

The Civil Service Commission (Commission) finds that the appellant meets the requirements for the subject examination. Under *N.J.A.C.* 4A:4-2.1(g), the Commission can accept clarifying information in eligibility appeals. However, *N.J.A.C.* 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date. For example, information submitted on appeal pertaining to duties in a given position that expands or enlarges information previously submitted is considered clarifying and is accepted. However, any documentation indicating work in a setting that was not previously listed on an application or resume cannot be considered after the closing date. Thus, the Commission can only consider information provided on appeal regarding the positions listed on the appellant's original application. *See In the Matter of Diana Begley* (MSB, decided November 17, 2004).

In this matter, the appointing authority clarifies how the appellant performed the required duties as an Assistant Supervisor of Recreation. Further, a review of the Examples of Work for the job specification for this title indicates that incumbents prepare recreational programs to teach clients to use their leisure for the relaxation of body and mind. Further, incumbents provide opportunities for creativity, behavioral outlets, and learning/refining of physical or social skills and participate in a variety of recreational, vocational/pre-vocational activities tailored to the client's needs, capabilities, interests and characteristics. Additionally, incumbents prepare reports for the treatment team or staff reflecting the individual client's progress or regression in the program. Therefore, in the context of the population that the appellant's work served, the appointing authority's clarification of her duties and the aforementioned Examples of Work, the Commission finds that the appellant's service as an Assistant Supervisor of Recreation involved applicable work counseling, teaching and/or providing guidance in an organized educational

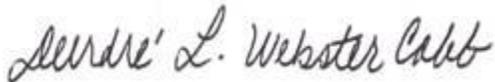
program. Therefore, under these circumstances, the Commission accepts the clarification of the appellant's experience, for eligibility purposes only. This determination is limited to the instant matter and does not provide precedent in any other matter.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant be scheduled for a make-up examination as soon as possible. If the appellant achieves a passing score, her name should be added to the eligible list for prospective employment opportunities only.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 18th DAY OF JULY, 2018



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